

**AMENDMENT
(CHANGE IN DIRECTOR)
For
PRESCHOOL**

Note: The Person listed on the application as “Director” must be at the licensed site during the majority of the licensed hours. Your organization may use different titles such as site supervisor, teacher or lead staff which, are sometimes confused with titles used in licensing regulations. For licensing purposes, the person in charge at each location must meet the director qualifications and be identified as the Director on the application.

The following documents are required for the processing of a director change application.

1. **Preschool Application:** Application must be current, accurate, and complete. List all staff including volunteers and substitutes. Application must be signed by Licensee OR Authorized Agent. IF you request a change to your current license (i.e. ages, hours, location) you may need to submit additional information regarding THOSE amendments.
NOTE: Review your Preschool license to ensure accurate information is listed on the preschool application.
2. **Full Disclosure of Ownership Statement (FDOS):** Instructions are on the form. If the new director is also approved to sign licensing documents as a representative of your organization, you must submit an updated Full Disclosure of Ownership Statement. **If there are no changes to those approved to sign licensing documents, you must still submit a copy of the most current Full Disclosure of Ownership Statement.**
NOTE: The identifying information on your FDOS must match what is listed on the preschool application. (Program name, physical and mailing addresses and phone number)
3. **Felony/Misdemeanor Statement:** Instructions are on the form.
 - Director shall complete the form.
 - Ensure the form is completed accurately, signed and dated.
4. **Consent & Authorization for Release of information form:** A consent form must be submitted on the new Director, prior to hiring. Ensure the form is completed accurately and signed & dated.
5. **Information on Prior to Hire Registry Checks:** The Director/Licensee shall be responsible for the processing of the Consent & Authorization for Release of Information forms on all new staff. Review the following documents enclosed to understand and be familiar with the Prior to Hire process.
 - Frequently asked questions about NE Child/Adult Abuse and Neglect Central Registry
 - Prior to Hire Registry Checks Information and Procedures.
6. **Contact Numbers:** You will need to send contact phone numbers for the Licensee and Director. Send these on a separate sheet of paper.
7. **Director’s Health Information Report: Shall be completed on a yearly basis.**
 - Section A) The Director completes this section.
 - Section B) A Medical Practitioner completes this section.
 - **NOTE:** If any of the answers in section B are “yes” OR the individual is on medication, blood pressure is not within normal range, or the urinalysis is positive, a signed/dated explanation written by the appropriate medical professional, regarding the impact of the individual’s health condition on the ability to care for children, must also be submitted.

8. **Director's Qualifications or Written Plan:** See Preschool Standards booklet, pages 6-7, regulations #17 and #20. Send copies, not originals. If you are submitting a plan qualifying to be Director, please make sure it is written in detail and legible.

You must submit one of the following:

A. CURRENT QUALIFIED DIRECTORS: If you currently hold the position of director and/or have previously qualified as director at another facility please provide;

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|------------------|----------------------------------|
| I. Facility name | III. Dates you were the director |
| II. Location | IV. How you qualified |

B. NEW DIRECTORS: You must submit;

- I. Documents supporting you meet the minimum education/experience.
(i.e. copies of High School Diploma, College Transcripts, etc.)

9. **Preschool Regulations Compliance Review-Checklist:**

- Director must sign/date the Cover Sheet.
- Leave the rest of the Cover Sheet blank and complete the entire checklist.

10. **Director's Self-Assessment Forms:**

- The person hired as director must complete the Director Self-Assessment. The assessment includes Information Workbooks and Self-Assessment forms (3 pages) located in the Director Pre-Service Training Workbook.
- Keep the Information Workbooks at the facility, for future reference.
- Submit the Self-Assessment forms.
- The director will be provided with a certificate of completion.

NOTE: Current Qualified Directors may replace the assessment forms with a copy of their DHHS Certificate of Completion for New Director Orientation Training.

SEND ALL ITEMS TO:

Douglas or Sarpy County **OR**
DHHS - Division of Public Health
Children's Services Licensing
1801 N. 73rd Street
Omaha, NE 68114

All Other Nebraska Counties
DHHS - Division of Public Health
Children's Services Licensing
PO Box 94986
Lincoln, NE 68509

Send all items **together** to the above address. If any forms are incomplete, the packet will be returned to you. This will result in a delay in the Change of Director. Once the complete packet is received by Children's Services Licensing, a Child Care Inspection Specialist will be assigned to conduct an on-site inspection within thirty (30) days, with the new Director.

If you have any questions regarding this process, contact

Douglas or Sarpy County
(402) 595-3348

OR

All Other Nebraska Counties
(402) 471-9562; 1-800-600-1289